



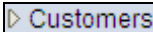

# Using the Navigation Pagelets

## User Procedure

Statewide Management, Accounting and Reporting Tool



## Using the Navigation Pagelets

Step	Action
1.	SMART uses a <b>menu pagelet</b> to display a menu structure composed of a hierarchy of folders and content references that you can use to navigate to pages.
2.	Expanding and collapsing these folders is one way of getting around SMART.  Click the <b>Customers</b> link to expand this folder. 
3.	This folder contains two types of levels. Levels with the arrows next to them, such as <b>Customer Information</b> and <b>Conversations</b> , expand further to show additional levels. The level displayed as a hyperlink, <b>Contact Information</b> , is the lowest level.
4.	SMART also uses <b>navigation pages</b> , which serve as alternatives to the menu pagelet. The navigation pages let you see the tasks you can access and provides links to the pages you need to complete your tasks.
5.	Notice the call out that describes the purpose of a link. You can see a link's call out by rolling the mouse over the link in the menu pagelet.  This call out describes the <b>Customer Information</b> link.
6.	You can also see call outs for items on the navigation pages. This call out describes the <b>General Information</b> link.
7.	Click the <b>Customer Information</b> link to expand this folder.  You can also click the icon on the navigation page.
8.	There are several links listed here. You click the link to open a <b>component</b> , a group of related pages that pertain to a specific task. A search page is generally displayed when you first open a component.
9.	Click the <b>General Information</b> link to open the component. Remember, you can also click the link on the navigation page.
10.	Notice the <b>General Information</b> search page is displayed to the right of the menu pagelet.
11.	Enter the desired information into the <b>SetID</b> field.  For this simulation, enter a valid value e.g. " <b>17300</b> ".  <b>Note:</b> The SetID of "SOKID" defaults for tables that are shared across agencies.
12.	Click in the <b>Name 1</b> field. 

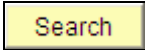




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Step	Action
13.	Enter the desired information into the <b>Name 1</b> field.  For this simulation, enter a valid value e.g. " <b>ABC</b> ".
14.	To get to the component pages, you usually need to complete a search or add a new value.  Click the <b>Search</b> button. 
15.	You have now accessed the component where you can enter and review data.
16.	You can collapse the menu pagelet to display more of the page in the window.  Click the <b>Collapse Menu</b> button. 
17.	You can restore the menu pagelet by clicking the <b>Expand Menu</b> button.  Click the <b>Expand Menu</b> button. 
18.	Click the right scrollbar.
19.	You use the <b>Search</b> field to search for content references in SMART. Enter the name of the page you want to find and press <b>Enter</b> or click the <b>Search</b> button. This action opens the <b>Search</b> page displaying the results.
20.	<b>Well Done!</b> You have successfully completed the <b>Using the Navigation Pagelets</b> topic. <b>End of Procedure.</b>